



Student Checklist for Upcoming Panel

- ✓ Meet with your Student Advocate as soon as possible. Their contact information is in the panel notification form you received via email. Ask questions about how to prepare for the panel. Please notify our office before the panel if your Student Advocate has not responded to your contact attempts.
- ✓ Since it is the Student Advocate's role to support you, as you prepare for the upcoming panel, share relevant information from your panel packet with the Student Advocate so they will know what will be presented at the panel. The Student Advocate does not have a copy of the panel packet.
- ✓ Determine and request event witnesses to be part of the panel. All witness information and requests must be submitted to checs@cnu.edu at least 48 hours in advance of the panel.
- ✓ Collect relevant character statements and submit them to checs@cnu.edu before the panel. If there is a determination of responsibility for any policy violations for this incident, the panel will recommend sanction(s), and will consider any relevant judicial history and character reference letters at that point.
- ✓ Prepare questions for all witnesses. Consider writing questions in advance and bring them to the panel.
- ✓ Prepare both an opening and closing statement in advance and bring it with you to the panel. The opening statement should include your perspective of the incident and other relevant details. The closing statement should include final information you want the panel to consider and other relevant details.
- ✓ Review the Hearing Panel/Honor Panel FAQs (located on our website) to understand how a panel is structured and the [Student Handbook](#) to be familiar with policies/procedures.
- ✓ Reflect on the events/actions that led to this incident and prior violations of the Honor Code or Code of Conduct. Think of ways you will move forward from these situations.
- ✓ If you need an accommodation(s) to access the conduct process, please reach out to our office and we will work with the Student Disability Support Specialist to determine what accommodations will be provided. For more information on resources at CNU, including information about Counseling Services and Disability Support, visit: <https://cnu.edu/life/>.
- ✓ Arrive at least 5 – 10 minutes early and be prepared to represent yourself during the panel.

The Center for Honor Enrichment and Community Standards is ready to assist you, whether by connecting you to campus resources or helping you to seamlessly navigate our processes. If you have any questions or concerns, contact our office at checs@cnu.edu or 757-594-7190.